

Office of Economic Impact and Diversity

Annual Report 2004



U.S. Department of Energy

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2004
ANNUAL REPORT

MESSAGE FROM THE DIRECTOR

MESSAGE FROM THE DIRECTOR

I am pleased to present the FY 2004 Annual Report for the Office of Economic Impact and Diversity (ED) at the U.S. Department of Energy (DOE). This report covers a one-year period in which the Office successfully completed several major activities.

During FY 2004, ED aggressively pursued a variety of avenues to improve and/or increase efforts to more effectively manage its programs as well as enhance support and opportunities for ED's stakeholders, both internal and external. I am proud to say that during FY 2004, ED coordinated and expanded a Department-wide effort to facilitate development of collaborative partnerships with minority educational institutions and increase their participation in core mission programs of the Department; increased opportunities and participation for small business concerns through studies of the Management and Operating Contractors and of the subcontracting activities of the DOE prime contractors; and upgraded department-wide reporting and tracking systems to track the results. Additionally, ED actively pursued additional sources of deposits and other means of increasing resources to its Minority Bank Deposit Program.



Theresa Alvillar-Speake
Director

The Office of Civil Rights and Diversity, and the Office of Employee Concerns, both reduced the length of time to process complaints at DOE, thus decreasing the response time and improving customer satisfaction.

During FY 2004, ED began its reorganization process with the approval of the Secretary. The reorganization eliminated two offices (the Office of Employee Concerns and the Office of the National Ombudsman) but retained the functions by distributing them to the Office of Civil Rights and the Office of Small and Disadvantaged Business Utilization. The reorganization resulted in reducing the chain of command, while at the same time increasing the effectiveness and efficiency of its operations.

I am excited about our successes and look forward to future challenges and success.

MANAGEMENT TEAM



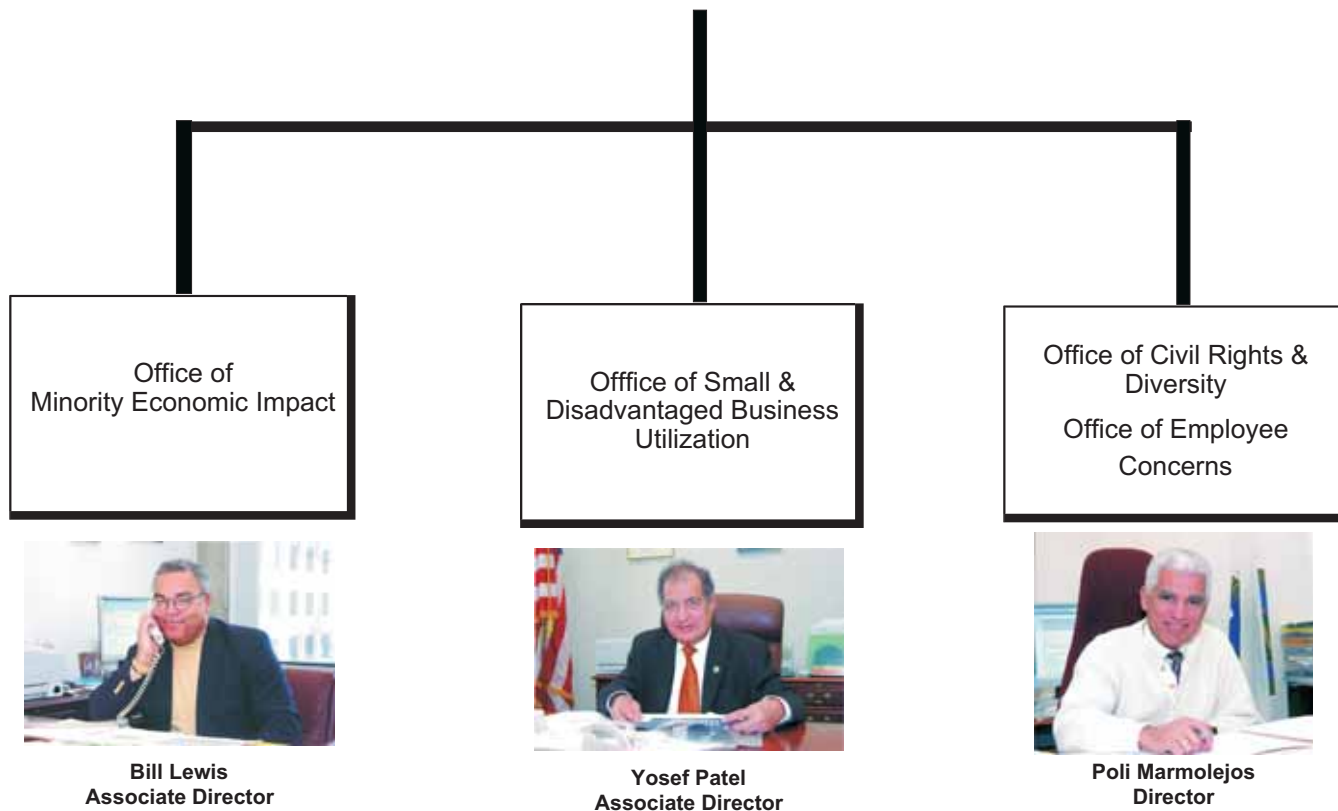
Frank Beserra
Chief of Staff



Theresa Alvillar Speake
Director



Adrienne Cisneros
Special Assistant



EXECUTIVE SUMMARY

Background

The Office of Economic Impact and Diversity (ED) develops and executes Department-wide policies to implement applicable legislation and Executive Orders that strengthen diversity goals affecting the workplace, small and disadvantaged businesses, minority educational institutions, and historically under-represented communities. ED oversees civil rights laws, rules and regulations, and establishes Department-wide civil rights policy. The Office strives to address issues that promote excellence in the workplace and partnerships with the small business community.

ED adheres to the stated objectives of the President's Management Agenda (PMA). These objectives have been integrated into the organization of the Office and include the following:

- Strategic management of human capital
- Competitive Sourcing
- Improved financial performance
- Expanded electronic government, and
- Budget and performance integration

In addition to the PMA, this Administration has specifically placed priority on enabling small businesses to participate fully in government contracting by ensuring that government contracts are open to all small businesses and by avoiding unnecessary bundling of Government contracts.

HIGHLIGHTS AND ACCOMPLISHMENTS

Communications

ED views communications as the most critical goal for any organization and has successfully established open lines of communications both internal and external to DOE. Ongoing meetings are held with DOE programs and contracting staff, and Congressional staff to discuss the Department's programs and achievements.

Office of Economic Impact & Diversity

The Director, Office of Small and Disadvantaged Business Utilization (OSDBU) also represents DOE on the Federal Acquisition Council and the U.S. Small Business Procurement Advisory Council.

Marketing and Outreach

The Office of Economic Impact and Diversity continues aggressive marketing and outreach efforts. During FY 2004 ED issued two press releases announcing (1) the "Fifth Annual Small Business Conference" and (2) "Energy Department Lands Small Business Efforts". Additionally, ED produced and prepared articles and photos for editorial placements for the following publications including radio interviews and internet chat room presentations:

Ribbon Cutting at Exhibit Hall at the DOE 5th Annual Small Business Conference in Philadelphia, PA



- Minority Enterprise Advocate (MEA)
- Hispanic Network Radio Interview
- Veteran's Business Journal
- U.S. Women's Chamber of Commerce
- Hispanic Link Newsletter
- Minority Business Enterprise Magazine
- Diversity Journal Magazine
- Professional Women's Magazine
- Latina Style Magazine Business Series Partnership

ED also placed small business advertisements in 18 small business/minority publications, as well as placing small business advertisements on four minority business magazines' websites.

Partnerships

ED has established partnerships with small business trade associations, women business groups, disabled veteran business organizations, and small and minority chambers of commerce to assist with outreach and to identify small, small disadvantaged, women-owned and service disabled business concerns.

Case Processing

Both the Office of Civil Rights and the Office of Employee Concerns once again significantly improved their processing time and the closure of cases. Employee Concerns Managers reported that they closed approximately 71% of the 2004 case load of 727 concerns complex-wide, while at the same time processing concerns faster and reducing the number of cases pending.

Capital Access

ED continues to fund the Minority Bank Deposit Program consisting of 104 women and minority-owned financial institutions. Additionally, ED is exploring other sources of funding.

Small Business Achievements

DOE reported an increase from FY 2003 of over \$100 million in small business prime contracting for a total of \$902 million. Additionally, the office conducted special studies to identify more prime contract opportunities and to validate subcontract achievements reported by its large prime contractors.

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OFFICE OF MINORITY ECONOMIC IMPACT

PROGRAM OVERVIEW

The Office of Minority Economic Impact (OMEI) is mandated by legislation and Executive Orders to advise the Secretary of Energy on the effects of energy policies, regulations, and other actions of the Department and its components on minorities and minority business enterprises, and on ways to ensure that minorities are afforded an opportunity to participate fully in the energy programs of the Department. The mandate requires that OMEI (1) conduct socioeconomic research and analysis, (2) provide management and technical assistance programs to support minority educational activities focused at various levels of the educational pipeline and provide technical scientific educational capabilities to achieve a more productive economy, (3) provide technical training, financial assistance, and small business assistance programs to enhance economic development capabilities to minority communities.

High school student participants in the Annual Science and Engineering Alliance (SEA) High School Day, along with Dr. Robert Shepard, Executive Director, Science and Engineering Alliance



MINORITY EDUCATIONAL INSTITUTIONS

The Office has established effective strategic partnerships with minority educational institutions as directed in applicable Presidential Executive Orders: Executive Order 13256 (Historically Black Colleges and Universities, HBCUs); Executive Order 13230 (Educational Excellence for Hispanic Institutions); and Executive Order 13270 (Tribal Colleges and Universities). Some of the activities implemented to support these partnerships include:

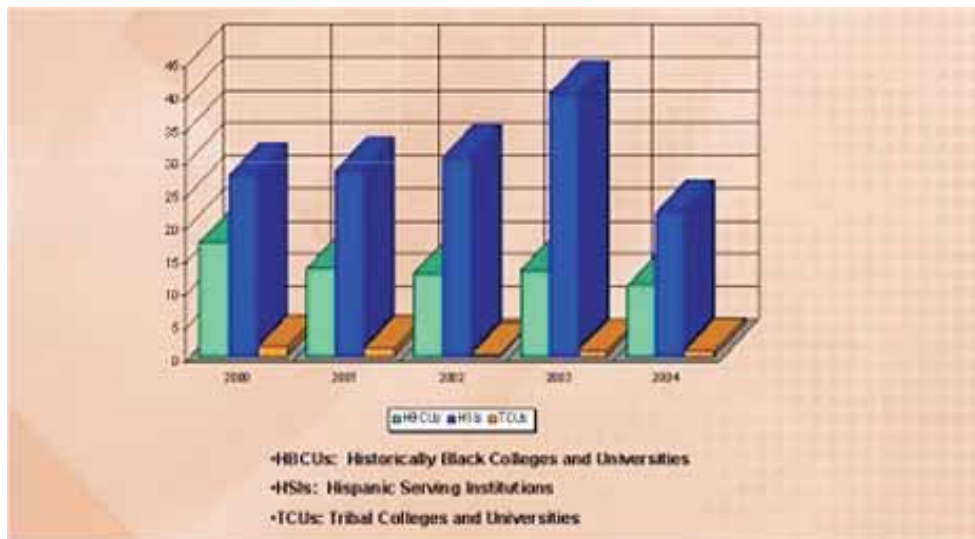
- Participated in the National HBCU Week Conference. Attendance at the conference included: Presidents from HBCUs across the country, members of the White House Cabinet, delegates from D.C. Government, U.S. and State Senators and delegates from the House of Representatives.
- Awarded almost \$55,000 to the Hispanic College Fund to support scholarships for talented Hispanic science and technology students to pursue science and technology degrees.
- Sponsored, in partnership with the Science and Engineering Alliance, a three-day Student Technical Conference and Recognition Program which helps to develop and train students at an early age, in the areas of engineering and science.

Office of Economic Impact & Diversity

- Provided \$25,000 to the University of Texas at Pan American for the Hispanic Engineering, Science, and Technology Conference (HESTEC) to conduct the Solar Car Competition. HESTEC was established to emphasize the importance of math and science literacy through the Student Diversity Partnership Program (SDPP). The program provides a 10-week summer internship for students who pursue degrees in energy-related fields at minority institutions.
- Sponsored a roundtable discussion between DOE program managers and HBCU presidents at the National Association for Equal Opportunity in Higher Education (NAFEO) Presidential Peer Seminar for the purpose of finding ways to merge the needs and capabilities of HBCUs with the needs and goals of the Department of Energy.
- Organized a technical assistance workshop at Clark-Atlanta University to aid university officials in using the capabilities of minority educational institutions to partner with Departmental program offices and national laboratories.

The following chart provides a historical perspective of minority education funding levels provided by the Department.

**U.S. Department of Energy
Minority Educational Institutions Funding
(Dollars in Millions)**



OFFICE OF MINORITY ECONOMIC IMPACT

FUTURE INITIATIVES

- Complete the Strategic Plan for Minority Educational Programs that will help guide DOE Program Offices in partnering with minority educational institutions and minority organizations.
- Develop a database of contact information of minority educational institutions (HBCUs, HSIs, and TCUs), and minority organizations, to familiarize the research capabilities of minority educational institutions to the Department and the national laboratories in hopes of establishing new sustaining relationships.

BANK DEPOSIT FINANCIAL ASSISTANCE PROGRAMS

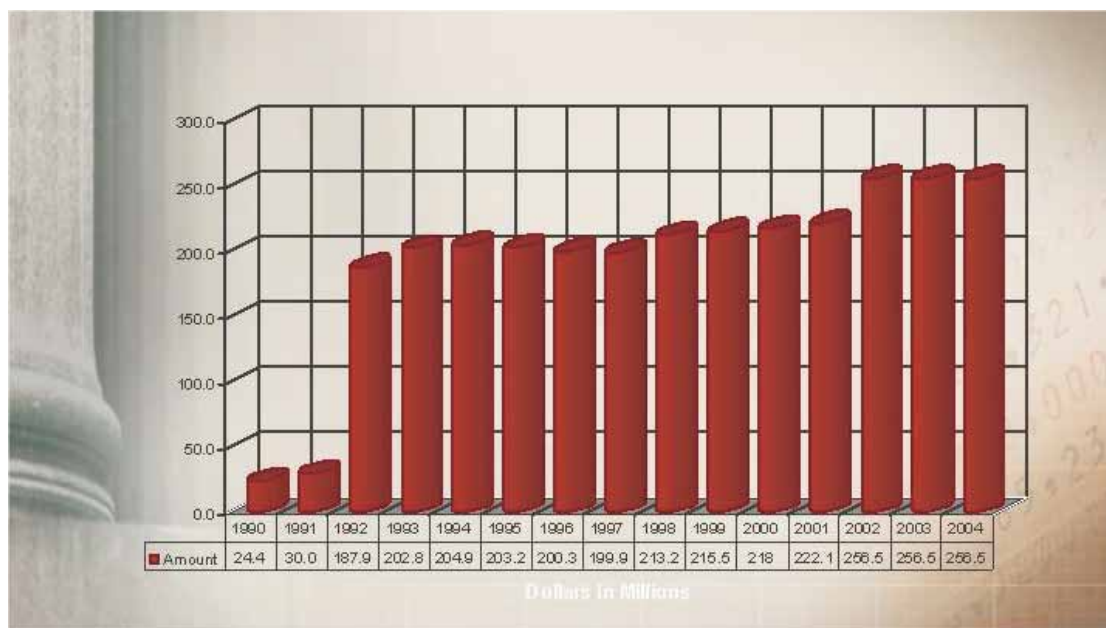
The Bank Deposit Financial Assistance Program is an innovative and effective program and is also the only program of its kind in the Federal government. The Bank Deposit Financial Assistance Program originated in the Department of Energy in 1980 and provides a source of operating capital for women and minority owned financial institutions. Funds used to support the Bank Deposit Financial Assistance Program are derived from the Department of Energy's enforcement actions against violators of the Emergency Petroleum Allocations Act of 1973 (EPAA) and the Economic Stabilization Act (ESA) of 1970. The Bank Deposit Financial Assistance Program provides more than \$256.5 million in deposits to participating financial institutions.

- Provided capital to minority banking institutions in 28 states, Puerto Rico, and the District of Columbia.
- Provided funding for 104 women and minority-owned financial institutions as participants in the Bank Deposit Financial Assistance Program.
- Added Fort Gibson State Bank of Fort Gibson, Oklahoma, as the third Native American owned "Trustee" institution in the state of Oklahoma to serve as a partner.
- Provided managerial and technical support to "Trustee" financial institutions.

FUTURE INITIATIVES

- Establish innovative processes to identify and increase new funding for the Bank Deposit Financial Assistance Program.
- Maintain the number of women-owned and minority-owned financial institutions participating in the Bank Deposit Financial Assistance Program.

U.S. Department of Energy
Bank Deposit Financial Assistance Program
Capital Invested in Minority Financial Institutions

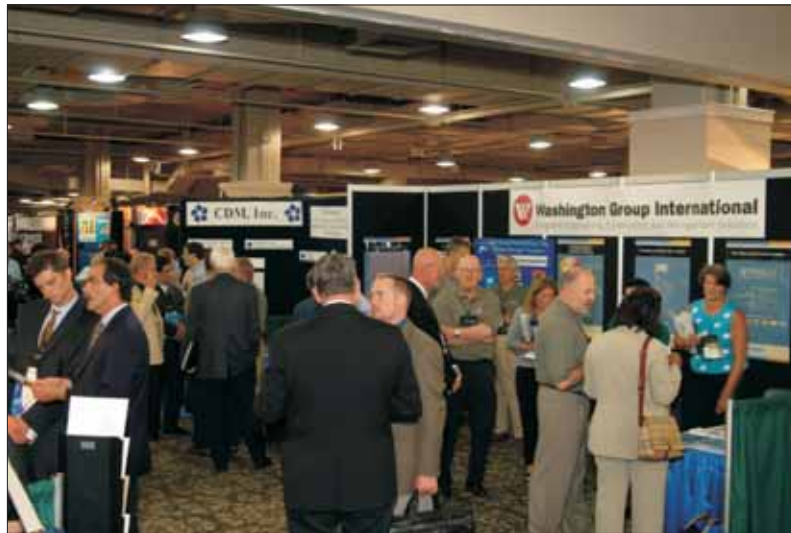


OFFICE OF SMALL & DISADVANTAGED BUSINESS UTILIZATION

OFFICE OF SMALL & DISADVANTAGED BUSINESS UTILIZATION

The Office of Small and Disadvantaged Business Utilization (OSDBU) is an integral part of the Office of Economic Impact and Diversity. As such, the Office publishes two individual annual reports related strictly to small business: (1) Report to the Secretary on the U.S. Department of Energy's Small Business Program; and (2) the FY 05 U.S. Department of Energy Strategic Plan for Small Business. To review these reports, visit the OSDBU website at: <http://smallbusiness.doe.gov>.

"Security Economic Freedom - Empowering Small Business" was the theme of the 5th Annual Small Business Conference Expo in Philadelphia, PA



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Office of Economic Impact & Diversity

OFFICE OF CIVIL RIGHTS AND DIVERSITY

OFFICE OF CIVIL RIGHTS AND DIVERSITY

During FY 2004, the Office of Economic Impact and Diversity began a reorganization effort. Functions from the Office of Employee Concerns, including the Special Emphasis and Employee Concerns Programs, were transferred to the Office of Civil Rights and Diversity in FY 2005.

PROGRAM OVERVIEW

The Office of Civil Rights and Diversity develops and administers Departmental policies, practices and procedures under Titles VI, VII, and IX of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, the No Fear Act of 2004 and related statutes and Executive Orders which prohibit discrimination in programs and activities receiving Federal financial assistance. The Office develops policies and guidelines for the Federal Equal Opportunity Recruitment Program (FEORP), and directs, implements, and manages the Equal Employment Opportunity (EEO) and Affirmative Action Programs to assure equal opportunity for minorities, women, and persons with disabilities. This Office also develops policies and programs consistent with the Secretary's diversity policies.

**2004 EEO/
Diversity/Human
Capital/Training
Joint Symposium
held in Pittsburg,
PA**

**Left to right: Civil
Rights & Diversity
Staff Regina Neal
and Neil
Schuldenfrei**



Among other things, the Office of Civil Rights and Diversity engages in EEO counseling and complaint processing, monitoring compliance with EEO processes, and conducting EEO/Diversity training. The Office is also responsible for providing mediation services to employees to resolve workplace disputes, for conducting Title VI and Title IX compliance reviews, and for diversity training. It is also responsible for preparing annual regulatory reports.

OBJECTIVES AND STRATEGIES

Track and Promote Diversity

Monitor, track and support the progress of the Department's efforts for achieving diversity by reporting the representation of minorities, women and people with disabilities within the DOE workforce, and in particular, at the senior management levels (GS-14 to Senior Executive Service (SES)). Promote diversity within DOE and its contractor organizations through planning and execution of Special Emphasis Programs and related training initiatives.

Increase Accountability

Work to increase management accountability in implementing the Department's diversity policies, the Departmental Executive Performance Standards, and the performance standards for managers and supervisors.

Enhance Case Processing

Enhance processing of EEO complaints by refining and updating the automated case tracking system, and improving case processing and monitoring procedures.

Enforce Federal Financial Assistance Laws

Ensure that beneficiaries of Federal financial assistance are in compliance with applicable civil rights laws.

Enhance Safety and the Working Environment

Utilize the Employee Concerns and Whistleblower Protection Programs to enhance worker safety, while promoting a culture of openness, employee empowerment, and management and worker accountability.

HIGHLIGHTS AND ACCOMPLISHMENTS

Implemented proactive EEO case processing procedures, which again resulted in measurable improvements in the processing of EEO complaints. Data for FY 2004 shows the following:

OFFICE OF CIVIL RIGHTS AND DIVERSITY

- Issued 60 final agency decisions.
- Closed 111 complaints.
- Number of EEO complaints filed was 81.
- Inventory of EEO cases was at lowest level in over 15 years (97).
- FY 2004 was the third straight year that fewer than 100 EEO complaints were filed during the fiscal year.

Coordinated, conducted and/or reported on a wide variety of reviews, including: Sixty-four (64) Title VI/Title IX Federal financial assistance pre-award reviews; two on-site reviews of DOE field office Title VI/Title IX compliance programs; review of the Savannah River EEO program; diversity review of the Idaho Operations Office; and EEO investigation and review of the Polygraph Program at the Albuquerque Test Center. Coordinated the EEOC's Review of the Savannah River EEO Program, and provided comments to the draft EEOC Report. Coordinated and monitored investigative reviews conducted by the GAO of field civil rights programs.

Collaborated closely with the Office of Human Resources (HR) through the Human Capital Coordinating Committee to provide guidance, support and feedback in incorporating diversity into workforce plans. Co-developed the DOE's Diversity and Workforce Planning Guide used to implement the President's Management Agenda. Championed the Human Capital Coordinating Sub-Committee on Skills Gaps, Succession Planning, Leadership and Knowledge Management.

Conducted and/or collaborated on a wide variety of training, including: sexual harassment training for Headquarters employees; EEO and diversity training for supervisors and managers; case tracking system training for diversity managers and staff; and brown-bag luncheon series featuring guest speakers discussing a variety of EEO and diversity-related topics.

Collaborated with HR in planning, coordinating and executing the first-ever joint EEO/Diversity/Human Resources Training symposium for DOE federal and contractor employees, held in Pittsburgh, PA. Coordinated and executed the EEO/Diversity Best Practices awards, in conjunction with the symposium.

Drafted and published for comment in the Federal Register DOE's Limited English Proficiency (LEP) Guidance. Prepared a proposed LEP policy statement for Secretarial signature; and prepared a statistical data report for OMB concerning costs of implementing the LEP Executive Order. Successfully processed a Title VI Limited English Proficiency complaint against Idaho Operations Office (INEEL).

Prepared and submitted annual reports, including: Federal EEO Statistical Report of Discrimination Complaints ("462 Report", for the EEOC); FY 2003 accomplishment report and FY 2003 plan update for the Hiring, Placement and Advancement of People with Disabilities (for OPM); Federal Equal Opportunity Program (FEORP) Report and Disabled Veterans Affirmative Action Program (DVAAP)

Planned certifications for FY 2004 and accomplishment reports for FY 2003 (for OPM); FY 2003 Report on the enforcement of the Age Discrimination in Employment Act of 1975 (for DHHS); and FY 2003 report on workload and performance data requirements for agencies that administer Federally assisted programs subject to Executive Order 12250 (for DOJ).

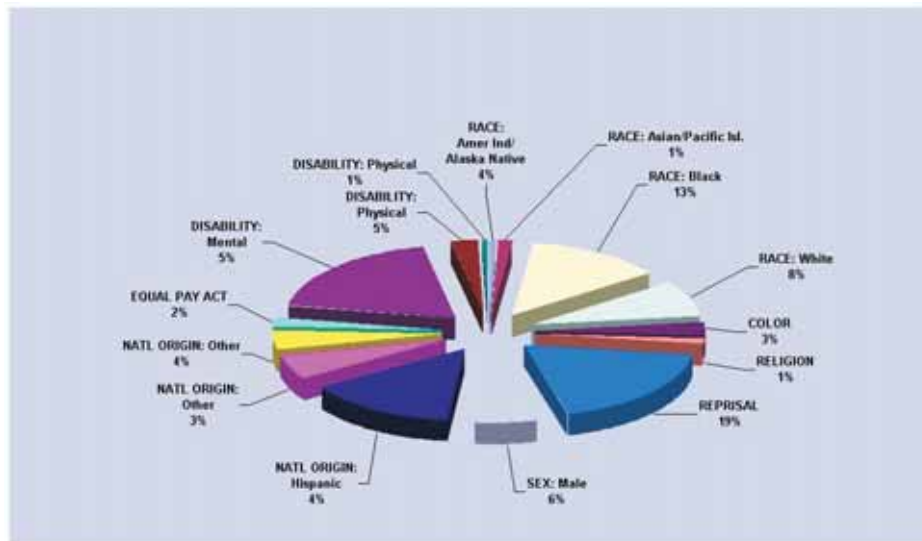
Office of Economic Impact & Diversity

Engaged in a variety of outreach and education initiatives, including postings and literature distribution at Headquarters facilities; upgrading of the OCR webpage; working with the National Nuclear Security Administration (NNSA) Office of Diversity and Outreach to coordinate enforcement activities; conducting periodic meetings with the Office of Human Resources to better coordinate on issues of common interest; conducting quarterly meetings with field diversity managers to address issues of common concern; and posting non-discrimination information and No Fear Reports on the office website, with direct links from the DOE homepage.

Enhanced DOE's Hispanic employment opportunities by: collaborating and co-coordinating development and issuance of the Department's Hispanic Employment Plan; cooperating with HR in producing and submitting various reports to OPM and other entities concerning the requirements of Executive Order 13171, Hispanic Employment in the Federal Government; participating in the 2004 Hispanic Youth Symposium, sponsored by HR.

Provided EM with support and guidance in designing the Diversity Office for the EM Combined Business Center in Cincinnati, Ohio.

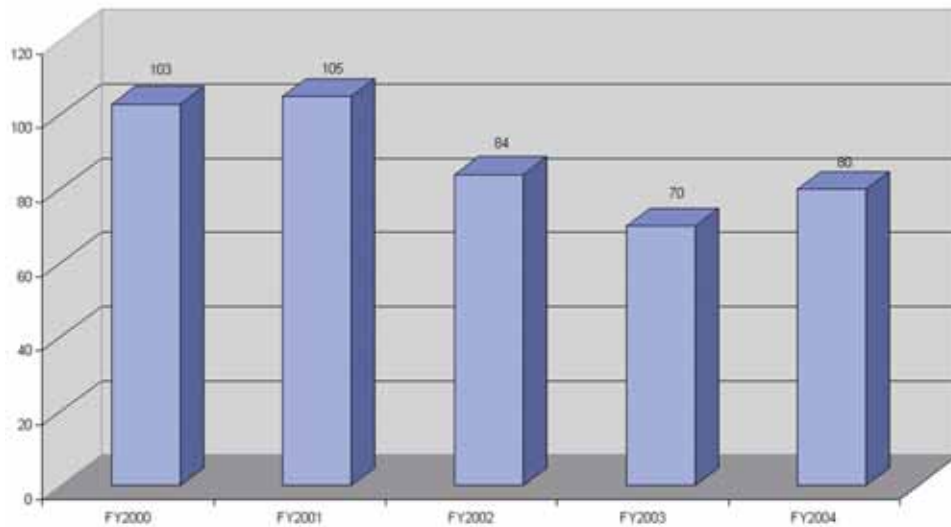
Department of Energy EEO Complaints - FY 2004 - By Basis



In FY 2004, Reprisal/Retaliation constituted 198 of the EEO bases alleged in formal EEO complaints in DOE.

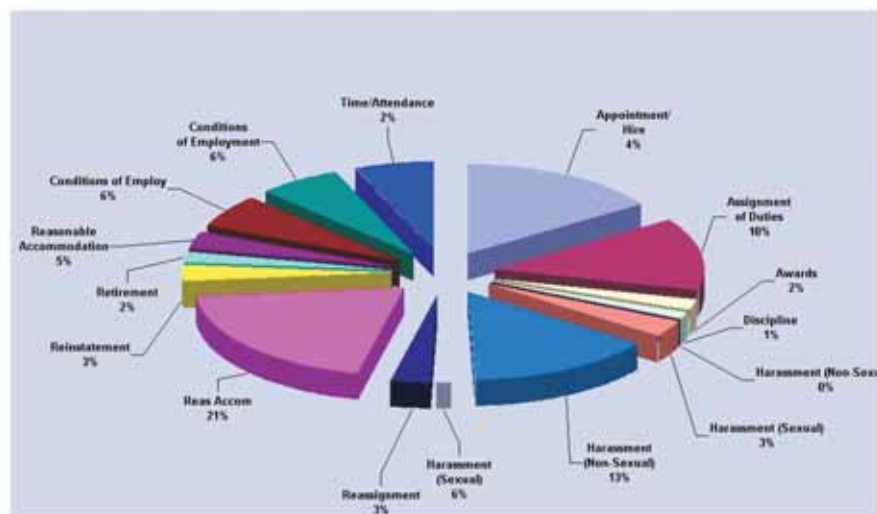
OFFICE OF CIVIL RIGHTS AND DIVERSITY

Department of Energy Formal Complaints Filed by Fiscal Year



The number of formal EEO complaints filed by DOE employees was below 100 for the third year in a row.

Department of Energy EEO Complaints: FY 2004 - By Issue



Formal EEO Complaints Encompassed a Wide Variety of Work-Related Issues in FY 2004

FUTURE INITIATIVES

- Ensure that sexual harassment training is provided to Headquarters and field employees in accordance with DOE policies and guidelines.
- Continue to work with HR to incorporate diversity into the Department's Human Capital Management Initiatives.
- Work with the Office of Corporate Financial Systems to post diversity information on the DOEInfo system.
- Fully implement new EEOC Management Directive 715, and prepare and submit reports to the EEOC under that Directive.
- Fully implement all aspects of the Notification and Federal Employee Antidiscrimination Retaliation Act of 2002, including training for DOE employees on rights and responsibilities under the Act.
- Formulate and implement new initiatives for the DOE Special Emphasis Program.
- Update and expand information on the Civil Rights and Diversity website.
- Continue to train new ECP managers to promote the use of Alternative Dispute Resolution mechanisms, including Concerns Review Panels, Differing Professional Opinions (DPO) Processes, mediation and facilitation.

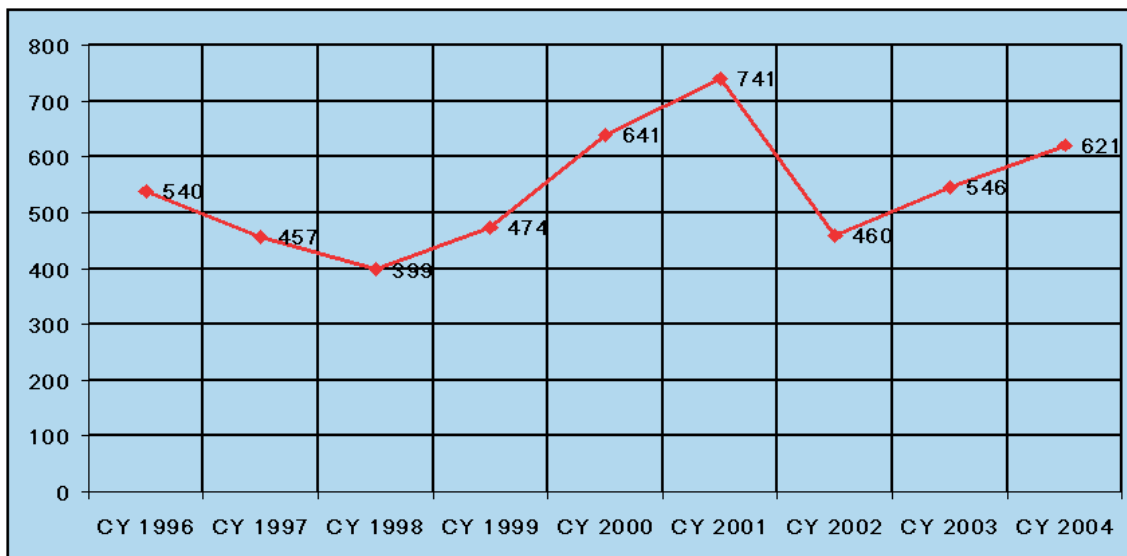
Office of Employee Concerns

The Employee Concerns Program was established as part of the Department of Energy's Whistleblower Initiative and is responsible for providing a focal point for employees to raise issues dealing with safety, health, environment, management practices, fraud, waste or reprisal resulting from whistleblowing. The Program is now managed by the Office of Civil Rights and Diversity.

One of the primary missions of the Employee Concerns function is to fulfill the Secretary's commitment to create an environment where employees are free to raise concerns without fear of reprisal or retaliation. In 2004, Employee Concerns Program Managers worked closely with the largest professional organization in the field, the Employee Concerns Program Forum, made up of over 200 members who are managers, attorneys and human resource professionals primarily within the nuclear and utility industries. In working with organizations such as the Department of Energy, the Forum has become an influential group focused on improving work environments and safety cultures.

Employee Concerns Program Managers closed approximately 71% of the 2004 case load of 727 concerns complex-wide. The goal of the Program is to continue to enhance case processing while reducing the inventory of open cases.

Number of Concerns



During CY 2004 there were 157 concerns in the system with less than 3 months; 30 open concerns in the systems up to 6 months, and 24 concerns over 6 months.

Office of Economic Impact & Diversity

During the past year, staff continued to respond to both headquarters and field employees seeking counsel on numerous issues, including terminations, security clearances, reprisals and questions surrounding the reorganization of the National Nuclear Security Administration (NNSA).

VETERANS DAY OBSERVANCE COMMEMORATIVE SPECIAL EMPHASIS PROGRAM

Left to right: Theresa
Alvillar-Speake, Al Majors,
Cynthia Brawner-Gaines,
James Morrison, Artie
Mueller (Keynote Speaker)
Commander Johnnie
Collins, Commander
William "Bill" Allen



APPENDIX A

REFERENCES

Website for Office of Economic Impact and Diversity: <http://diversity.doe.gov>

STATUTES

- Public Law 95-619, Section 641, Title VI, Part 3, National Energy Conservation Policy Act, November 9, 1978.
- Public Law 95-507, Chapter 3, Section 221, October 24, 1978, An Act to Amend the Small Business Act and the Small Business Investment Act of 1958.
- Public Law 100-656, November 15, 1988 – Business Opportunity Development Reform Act of 1988, Section 501, requires the agency to publish a procurement forecast semiannually of DOE's contract opportunities, establishes a Small Business Competitiveness Demonstration Program to determine set-aside status for DIGS quarterly, and establishes a 5 percent small, disadvantaged business and 20 percent small business procurement goal.
- Public Law 207-174, Notification and Federal Employee Antidiscrimination Retaliation Act of 2002 (No FEAR Act).
- Public Law (P.L.) 88-352, the Civil Rights Act of 1964, Title VII, as amended by P.L. 92-261, the Equal Employment Opportunity Act of 1972, which prohibits discrimination in Federal employment based on race, color, religion, sex, or national origin.
- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000d-7, which requires that no person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Title IX of the Education Amendments of 1972, as amended, 20 U.S.C., Sections 1681 & 1688, which prohibits discrimination on the basis of sex in educational programs or activities receiving Federal financial assistance.

- P.L. 90-202, the Age Discrimination in Employment Act of 1967, as amended by P.L. 93-259 and P.L. 95-256, which prohibits discrimination in Federal employment based on age.
- Section 504 of the Rehabilitation Act of 1973, as amended, P.L. 93-112, which prohibits discrimination in Federal employment based on physical or mental handicap.
- Section 501 of the Rehabilitation Act of 1973, as amended, P.L. 93-112, which provides for the employment of individuals with disabilities.
- Section 505 of the Rehabilitation Act of 1973, as amended, P.L. 93-112, which provides for remedies and attorneys fees for individuals with disabilities.
- P.L. 94-135, the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in programs or activities receiving assistance from Federal agencies.
- P.L. 95-454, the Civil Service Reform Act of 1978 which requires fair and equitable treatment of Federal employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or handicapping condition and establishes a program under which Federal agencies are required to conduct affirmative recruitment for those occupations and grades within the work force where there is under-representation of minorities and women.
- Title 5, Code of Federal Regulations (CFR), part 720, Affirmative Employment Programs, which requires Federal agencies to conduct a continuing program for the internal and external recruitment of minorities and women.
- Title 10 CFR, Part 1040, Nondiscrimination in Federally Assisted Programs, which prohibits discrimination on the grounds of race, color, national origin, sex, handicap, or age in programs and activities receiving assistance from Federal agencies.
- Title 29 CFR, Part 1604.11, Sexual Harassment, which sets forth guidelines on the identification and prevention of sexual harassment.
- Title 29 CFR, Part 1607, Uniform Guidelines on Employee Selection Procedures, which provides principles and guidance for assuring that employee selection procedures are job-related and valid and do not discriminate on the basis of race, color, religion, national origin, or sex.
- Title 29 CFR, Part 1608, Affirmative Action Appropriate Under Title VII of the Civil Rights Act of 1964, as amended, which provides guidance and clarifies the kinds of voluntary actions appropriate under Federal law.

- Title 29 CFR, Part 1614, Federal Sector Equal Employment Opportunity, which provides a statement of the process for filing a Federal sector equal employment opportunity complaint of discrimination, and which requires the heads of Federal agencies to exercise personal leadership in establishing, maintaining, and carrying out a continuing affirmative employment program designed to promote equal opportunity in every aspect of Federal personnel policy and practice, including development, advancement, and treatment of employees.
- P.L. 102-166, the Civil Rights Act of 1991, which provides appropriate remedies for intentional discrimination and unlawful harassment in the workplace.
- P.L. 101-336, the Americans with Disabilities Act of 1990, which provides remedies for discrimination on the basis of disability by private employers holding Government contracts or subcontracts.
- P.L. 88-38, the Equal Pay Act of 1963, which prohibits discrimination on the basis of sex in the payment of wages for similar employment.
- Title 41 CFR, Part 60, which implements the nondiscrimination and affirmative action requirements of Executive Order 11246, as amended; and the affirmative action requirements for covered veterans and handicapped individuals.

EXECUTIVE ORDERS

- Executive Order 13170, Small Disadvantaged Business Program, October 6, 2000.
- Executive Order 13157, Opportunities for Women-Owned Small Business, May 25, 2000.
- Executive Order 13270, Tribal Colleges and Universities, July 3, 2002.
- Executive Order 13256, Historically Black Colleges and Universities, February 12, 2002.
- Executive Order 13230, Educational Excellence for Hispanic Americans, October 12, 2001.

- Executive Order 11478, Equal Opportunity in the Federal Government, dated 8-8-69, which requires the head of each executive department to establish and maintain an affirmative employment program to ensure enforcement of Federal equal employment opportunity policy.
- Executive Order 11246, Nondiscrimination in Federal Contracts, as amended, signed 9-24-65, which governs nondiscrimination and affirmative action in employment by Government contractors.

DOE RESOURCES

- DOE Order 311.1B, Equal Employment Opportunity and Diversity Program
- DOE Guide 311.1A-1: Diversity Program Guidelines
- DOE Order 442.1A, Department of Energy Employee Concerns Program
- DOE Guide 442.2-1, Department of Energy Employee Concerns Program Guide

REPORTS PREPARED BY OFFICE OF CIVIL RIGHTS

- Equal Employment Opportunity Data Posted Pursuant to Requirements of the No FEAR Act.
- Federal Equal Employment Opportunity Recruitment Program (FEORP) and Disabled Veterans Affirmative Action Program
- (DVAP) Certifications for 2003, and accomplishment reports for FY2002.
- FY 2002 Report on the Department's Enforcement of Section 308(a) of the Age Discrimination Act of 1975.
- FY2001 Accomplishment Report and FY2002 Plan Update for the Hiring, Placement and Advancement of People with Disabilities.
- Statistical Data Report of Costs of Implementing the Limited English Proficiency Executive Order.
- FY2002 Report of Workload and Performance Data Requirements for Agencies that Administer Federally Assisted Programs Subject to Executive Order 12250.
- FY 2003 EEO Statistical Report of Discrimination Complaints.

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